SIS2000+ Training Manual

Scheduling Set-Up

Input a Master Schedule

Using the Master Schedule Editor

Pre-Requisites

A track with valid Begin and End Term dates must be created first. Courses must have been defined through the District Courses Editor. Those courses must have been assigned to the proper track(s) using the Course Selection Editor so that they show as available courses in the Master Schedule Editor. If any of these steps was skipped, return to the proper application(s) and perform the necessary tasks.

Purpose

For students to be scheduled into a course, that course must first be defined through the Master Schedule Editor. The Master Schedule Editor provides a grid type display and interface of faculty, period, and cycle day information for the actual meeting days and times of a course.   Each track will have its own Master Schedule.

Using this program, a pre-built schedule can be manually entered into the SIS2000+ database by placing classes (course sections) into their assigned periods, based on students' course requests. A Master Schedule must be entered into the SIS2000+ system before students can be scheduled into any course with any of the Scheduling applications, on an Individual or Mass basis.

Training Objectives

View Your Master Schedule
       Show by Faculty
       Show by Cycle
       Show by Course

Create a Master Schedule for a track.
       Drag and Drop Method
       Key Entry Method
       Concurrent Sections

Maintaining Your Master Schedule
       Edit / Delete courses from your Master Schedule.

Launch the Master Schedule Editor

From the Scheduling menu, click on **Master Schedule**.

View an Existing Master Schedule

There are three tabs on the Master Schedule Editor screen: 'Show by Faculty', 'Show by Cycle', and 'Show by Course'.   The act of adding a course into the Master Schedule, which will be covered in the next section, can only be done when viewing the Master Schedule by **faculty** ('Show by Faculty'). The other tabs are for viewing the Master Schedule in different ways; whichever is more convenient and useful for you. Editing a section can be done from all three tabs.

SHOW BY FACULTY

This view shows each faculty member's schedule, broken down on a grid by Period and Cycle Day.

Master Schedule Editor Show by Faculty.

The first view selection you need to make within this tab is which **Track** you want to view. The Track is selected using the **List** feature or the **VCR buttons** at the bottom of the screen.

Next, select the **Term** you want to view from the **Term** field.

Then choose the **Faculty** member whose schedule you want to view using the **Faculty** field drop-down box.

The rows in the grid are Periods of the day (as defined in the Track Editor program).

The columns are the Cycle Days of the week (as defined in the Track Editor program), such as, "Cycle Day 1", "Cycle Day 2" or "Monday", "Tuesday", "Wednesday", etc. If there are no cycles in the target school, only one column will be displayed.

On the far right is a list of all Available Courses to be taught for the selected term. These are the courses that have already been assigned to your selected track through the Course Selection Editor.

Courses that have been scheduled are identified by their **course ID numbers in the cells of the grid**, **which correspond to a time slot** (the intersection of a **Period** and a **Cycle Day**).
If more than one course is scheduled for a teacher during the same Period, on the same Cycle Day, the course ID number will be displayed in **red**.
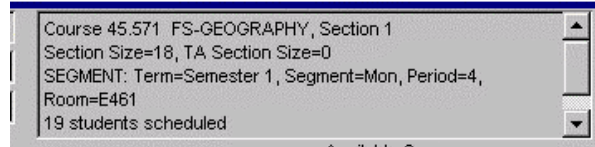
Sections and Segments

A **Section** is the number assigned to a course when it is added to the Master Schedule. Students will be scheduled into a section of a course. Each time a course is offered in a different Period, or taught by a different teacher, a different section is created. (i.e., Section 1 of Geography meets during Period 4 and is taught by Mr. Smith. Section 2 of Geography meets during period 5 and is taught by Mr. Smith. Section 3 of Geography meets during Period 5 as well, but it is taught by Mr. Jones.)

A **Segment** is basically a 'duplicated section'. This may refer to same course sections that are scheduled in the same period, but on different cycle days. The section is 'duplicated' each day, and for each of those days the section is given a segment code. (i.e., If Section 1 of Geography (Period 4 with Mr. Smith) is part of a 5 day cycle, and it meets on all 5 days, 'Monday' would be one segment of that section, 'Tuesday' would be another segment of that section, 'Wednesday' would be another segment of that section, etc. All of the segments would be meeting during period 4 with Mr. Smith.)

Or, a **Segment** can also refer to a course section that is repeated in a different period, but on the same cycle day. In this case, for example, a teacher's section needed to be divided between two periods in the same day in a block schedule.

Course Demographics

The **upper-right corner** displays **information on a scheduled section** of a course that has been selected by the user by clicking on the cell in the grid that the course ID number appears in.

```
Course 45.571  FS-GEOGRAPHY, Section 1
Section Size=18, TA Section Size=0
SEGMENT: Term=Semester 1, Segment=Mon, Period=4,
Room=E461
19 students scheduled
```

This window displays:

Course Information:

Course Number, Course Description, and Section Number

Section Information:

Section Size – the maximum number of students to be scheduled in that course, for that section.

TA Section Size – the maximum number of Teacher's Assistants to be scheduled in that course, for that section.

Segment Information:

Term – the term that this segment of a course will be scheduled into.

Segment – the code assigned to this segment by SchoolNet

Room – the number of the room that this segment of a course will meet in.

Students Scheduled – the number of students currently enrolled in the course.

SHOW BY CYCLE

This view displays the results of the scheduling done in the Show by Faculty screen, but in a different format. All course sections (classes) scheduled will be displayed for each teacher, per period.

The grid shown here is composed of an **alphabetical list of Faculty Members displayed on the left.**

The Periods appear as columns to the right.

Master Schedule Editor, Show by Cycle.

Just as you did in the Show by Faculty tab, select the **Track** and **Term** you want to view.

Then, select the **Cycle Day** you want to view using the **Cycle** field drop-down box.

Here too, **red** course ID codes represent that there is more than one section of a course scheduled for that teacher during the selected Period and Cycle Day. Also, when you select a course, its specifics will be displayed in the **information box** directly above the grid.

SHOW BY COURSE

This view also displays the results of the scheduling done in the Show by Faculty screen in a different manner: one course at a time.

The Periods appear as rows, to the left.

The **columns to the right** represent the **Cycle Days** that courses are scheduled into.

Master Schedule Editor, Show by Course.

Just as you did for the other tabs, select the **Track** and **Term** you want to view.

Then, select the **Course** you want to view using the **Course** field drop-down box.

Here, a **red** course ID code represents that the course is scheduled more than once during that specific Period and Cycle Day. Also, when you select a course, its specifics will be displayed in the **information box** directly above the grid. The only difference here is that this box includes the Faculty Member who teaches the selected section of the course along with the other section demographics.

Adding Courses to the Master Schedule

Place courses into a teacher's schedule in one of two ways: either the drag-and-drop method or the key entry method. Both methods accomplish the same thing - to schedule course sections in desired time slots (periods), one faculty member at a time.

To add courses to the Master Schedule you must be in the '**Show by Faculty**' mode.
Select the **Track**, **Term**, and **Faculty Member** to add courses to.

DRAG AND DROP METHOD

In the Show by Faculty screen, after selecting a Faculty Member, use the mouse to drag and drop the course to be scheduled to the cell representing the desired period/cycle. Click on a course description in the Available Courses list on the right. When the entry is highlighted in gray, drag it to the target cell, and drop when the appropriate cell becomes outlined. If a course is not showing in the 'Available Courses' list, it was likely not assigned to your selected track through the Course Selection Editor.

Courses That Meet Only During Selected Cycle Days

If a is **not** going to be scheduled to meet on every Cycle Day, drag it to the specific cell for the Period and Cycle Day you want the course to meet during. As you move to the cell, it will become outlined in **blue**.   Release the mouse button when the **target cell** is blue.
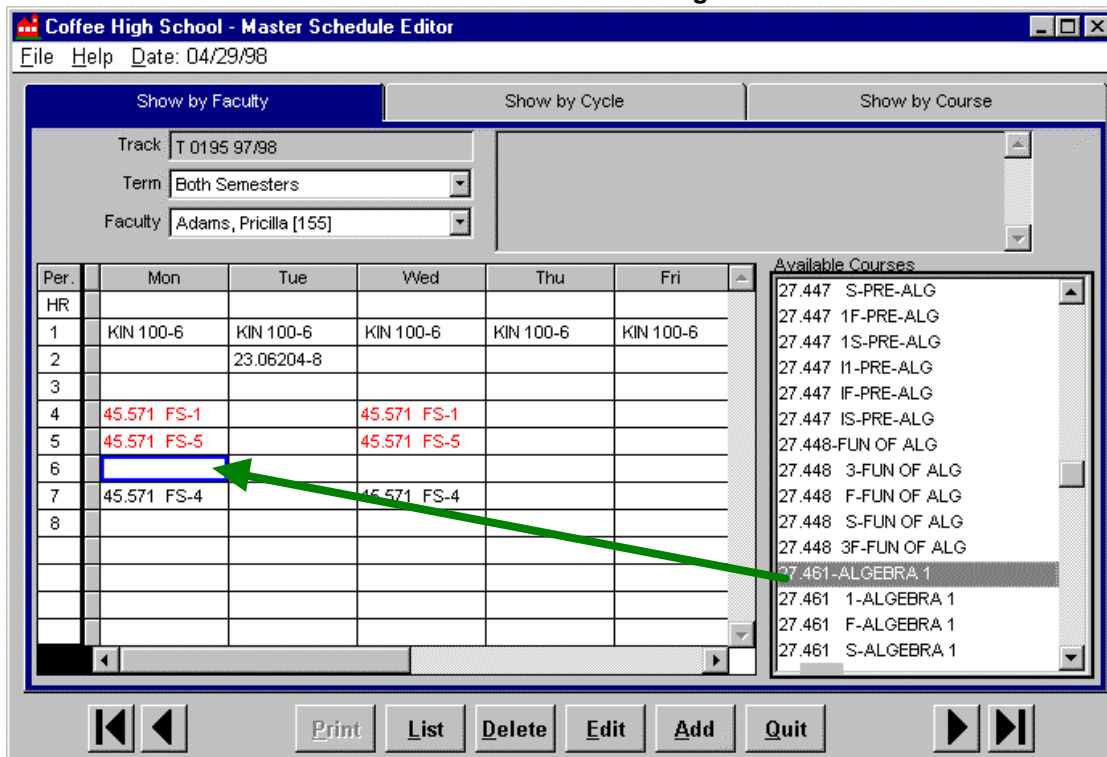
Drag and Drop method used to schedule a course to be offered during Period 6, on Mondays.

For a course that meets on more than one Cycle Day, during the same period you will be doing what is called 'Adding Segments'. Repeat the above process for each segment. Drag and drop the course to each Cycle Day that it should meet during. (i.e., If a course meets Monday, Wednesday, and Friday during Period 6, you would drag and drop the course three times, once to the Monday cell, once to the Wednesday cell, and once to the Friday cell.)

> NOTES: It is recommended that you repeat the drag-and-drop process for
> each segment immediately following the initial assignment of the section.
> In other words, perform the scheduling of all segments of a section in sequence.
>
> If you need to schedule an additional segment of the section at a later time
> using the drag-and-drop method, change the section number to match that
> of the desired section when the Section/Segment Information Screen appears.

Edit Master Schedule Screen

After a drag & drop action, the Edit Master Schedule screen will appear with default descriptive data about the course being scheduled already in the fields. Much of the default data displayed in these fields is the course description data that was defined for the course through the District Courses Editor. Some of this default data may be edited as a course section is created.

Edit Master Schedule Screen that comes up each time a new section or segment is added using the Drag and Drop Method.

Data fields that are available to edit will appear with a white background. Data fields that are read-only will have a gray background. Use the TAB key or the mouse to move from field to field. Edit data as necessary.

Section Information (Stays the same across all Cycle Days of a SECTION):

Course – the course ID code followed by the Course Description (not editable).

Faculty – the name of the Faculty Member you just scheduled this course to be taught by (not editable).

Status – select a school-defined status to describe this section (such as Active, Inactive, No Credit/Auditing).

Team – the Team that this section of a course related to. The teams available for selection in this field are defined in the Team Editor application. Team assignments in the Section Information screen are used to create groups of course sections. Team names, in turn, can be selected as course requests in the Course Request Editor program. When a Team name appears in a student's course requests, the Student Loader will attempt to schedule all course sections that have been assigned to that Team in the Master Schedule Editor. Students who are successfully scheduled in the same team will stay together as a group as they move from class to class, period to period. (More information is available in the documentation pieces that correspond to the aforementioned applications.)

Section - Section Numbers are generated automatically and sequentially in this field, starting with the first unused section number for the course. The number may be changed here. However, duplicate numbers are not allowed for the same course.

Section Size - Maximum number of students allowed in this section. (When performing Individual Scheduling, you will be able to over-ride this setting if necessary.)

TA Size – Maximum number of teacher's assistants allowed for this section.

Mark Definition -Select a Mark Reporting period to be used for this course section. Selections are defined in the Mark Definitions application in the Mark Reporting program module. They will likely correspond to the term that a course is scheduled for. Refer to the Mark Reporting Set-Up documentation for more information on Mark Definitions.

Scheduling Course? - Used to denote if this section is the anchor class for scheduling and attendance purposes when there are other non-scheduled classes "overlaid" concurrently, together in the same time slot.

Conflict OK? - Put a check in this box if this section can be scheduled at the same time as any other section without conflict restrictions. This way, a student can be scheduled into more than one class at the same time, if those classes are marked as 'Conflict OK'. (i.e., you want to place 'First Aid' and 'Physical Education' into a student's schedule at the same time, on the same days.)
If this is not checked off you will receive conflict messages when attempting to schedule a student into more than one class for the same Cycle Day and Period.

Assign Grades? - Check here if marks will be collected for this section.

Post To History? - Check here if this section will be recorded in student transcripts.

Variable Credit? - Check here if variable credit is allowed in this course. (Will students be given partial credit for finishing part of the course, or is credit only awarded for total completion of the course?)

Scan Gradebook? - Check if section marks will be included in the Gradebook program.

Scan Report Card? - Check if section marks will be included on the Report Card scanning application.

Scan Progress Reports? - Check if section marks will be included on the Report Card scanning application

Flag 1 & Flag 2 - User-defined markers.

Segment Information (Can be different for each SEGMENT of a SECTION on different Cycle Days if necessary):

Term - select the term to schedule this segment into. (i.e., the Monday, Wednesday, and Friday segments may meet during the first term; but the Tuesday and Thursday segments meet during the second term.)

Cycle – the Cycle Day that this segment will be scheduled into. (Not editable because the course has been dragged to the Cycle Day cell that it meets during.)

Period – the Period that this segment will be scheduled into. (also not editable)

Classroom - Select a classroom number for this segment from the drop-down list. The room numbers available for selection are defined in the Classroom Editor program.

Take Attendance? - Check if attendance will be taken for this segment. This integrates with the Attendance module. If checked, teachers will receive an attendance sheet for this segment and the course will be included in Attendance Class Entry.

Count Attendance? - Check if attendance will be counted for state funding / reporting purposes.

Scan Attendance? - Check if attendance is to be scanned.

Is Homeroom? - Check if this segment is a homeroom. Several reports look at this flag for selecting which courses to display and / or print.

### *Funding Information* (if applicable):

If funding is enabled, you will see these fields and make the appropriate selections. If it is not, you will not see them and you will be done editing this section/segment.

Click on **Save** to confirm your settings and then **Done** to exit; or **Undo** to abort.

Courses That Meet During All Cycle Days

Rather than dragging and dropping a course several times into the Master Schedule grid, there is a short-cut method for courses that will meet during the same period of **every Cycle Day**.

When you drop the course onto the grid, simply drop it over the appropriate **Period Number** to the far left of the screen. The selected Period will become outlined in **red** when the mouse is moved over it.
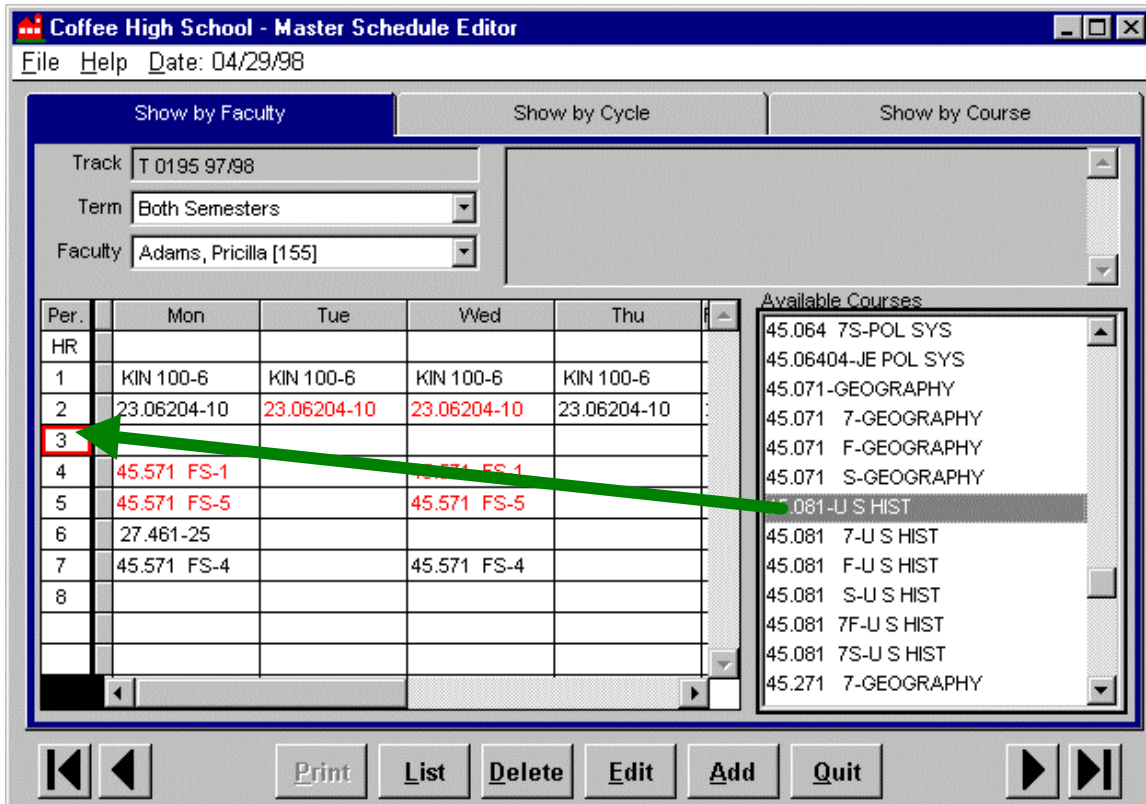
Drag and Drop method used to schedule a course to be offered every day during 3rd Period.

After you release the mouse button over the Period Number you will be asked if it is actually your intention to schedule this course during every Cycle Day.
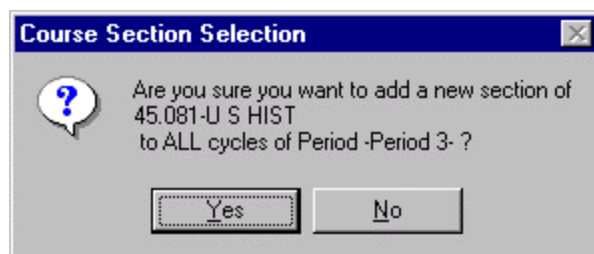
*All Cycle Days warning message.*

Click **yes** and the Edit Master Schedule Screen will come up. Choose the appropriate settings, and they will be applied to ALL SEGMENTS of that SECTION.

Scheduling Concurrent Sections

Concurrent courses may need to be scheduled to combine classes in the same classroom during the same period. Concurrent sections may be scheduled by dragging the course and dropping it on the same cell as another section. (You might do this to combine two small sections of different courses into the same classroom at the same time. An example would be combining 'Spanish 3' and 'Advanced Placement Spanish' into the same room. This would be done because there were only a few course requests for 'A.P. Spanish' and it would not be feasible to have a completely separate room for that section for only a few students when there's room in the 'Spanish 3' classroom.)

The cells on the grid are only able to display one course ID at a time. To view the sections scheduled in the period, click on the cell and view the course ID's in the drop-down list. Select the course you want to view and it will become the course displayed in the grid. Remember that a cell with concurrent courses will have course ID codes displayed in **red.**

When a course is dropped on top of a CYCLE DAY cell already occupied by one or more sections of the same course, a warning message will appear asking for confirmation of the action. Answer "Yes" to proceed in creating another section for that course, or "No" abort.
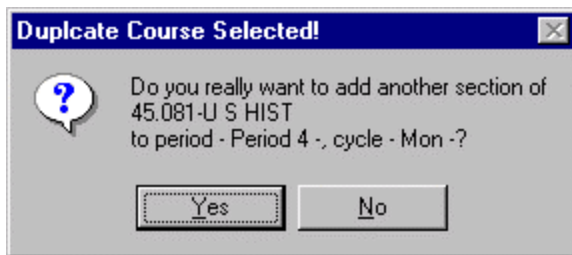
Duplicate Course Section warning message.

Concurrent courses may also be scheduled by entering the specific data through the key entry method.

KEY ENTRY METHOD

In the Show by Faculty screen, select a Track to be scheduled. It is not necessary to select a Faculty Member at this point because the Faculty can be changed during the procedure that follows. Likewise, it is not necessary to select a cell in the grid before starting.

Click on the **Add** button. The Add New Sections dialog box will appear. This screen is especially designed for rapid 10-key entry. The mouse is not required, but may also be used.

After entering data in a field, simply press the TAB key to move to the next field. Use the SHIFT+TAB keys to go in the reverse direction. Selections in a drop-down list can be selected with the UP or DOWN arrow keys, or by typing the first letter of the selection.

Add New Sections Screen used for the Key Entry Method.

Faculty Name - This field will default to the faculty selected in the Show by Faculty screen, but it may be changed.

Course Number - Enter a course ID number. The Course Description will automatically appear in the field to the immediate right.

Course Description - If the Course Number is not known, select a course name using the drop-down list in this field. The ID number will automatically appear in the Course Number field.

Section - The next available section number for the course being scheduled will appear in this field, but may be changed. Remember that sections scheduled using the drag-and-drop method will be assigned section numbers automatically, in sequential order. Once a section number is assigned to a course, it cannot be used again for that course.

Term – the Term that the course will be scheduled into.

Cycle – the Cycle that the course will be scheduled into.

Period – the Period that the course will be scheduled into. This is the last field. If you need to go back to edit data in previous fields use the SHIFT+TAB keys to reverse direction.

When all data for a new section is complete and the cursor is in the last field (Period), press the **ENTER key** to post the data and move on to another blank record. The data can also be posted by clicking on the **Add** button.   As a convenience, the new blank record will retain the previous data in the Teacher, Term, Cycle, and Period fields. These can be changed however.

Click on the **Done** command button to exit the Add New Sections dialog box.

Default course demographics are used when scheduling sections using key entry. So, for the sake of speed, the Edit Master Schedule screen does not appear each time a section is scheduled using the key entry method as it does when using the drag and drop method. If you need to edit various data fields after a section has been scheduled using key entry, use the Edit Procedure from the main Master Schedule Editor screen.

Maintaining Your Master Schedule

It is likely that throughout the school year you will have to return to your Master Schedule and Edit the attributes of a course to update / maintain the information that is stored there.

Also, if you're adding a new course once the school year is in progress, you will have to return here to add that course to the Master Schedule to make it available for scheduling.

And, if changes are made in Attendance collecting or Mark Reporting procedures, etc., you may have to return to the Master Schedule Editor to Edit the attributes of your courses to correspond to those changes.

EDITING A SECTION / SEGMENT

Editing of course/section/segment attributes can be carried out from all three screens in the Master Schedule Editor.

Select a Track, Term and Faculty Member (or Course) to view.

Highlight the cell of the course section to be edited. If the target section is not immediately visible, highlight the target cell and activate the drop-down list by clicking on the field button. Highlight the ID number of section in the list to be edited in order to bring it to the front.

Click on the **Edit** button at the bottom of the screen to open the Edit Master Schedule Screen. Make the necessary changes and click **Save**.

NOTE: Editing a Section and / or a segment can be done at any time, even after students have been scheduled into a course.

DELETING A SECTION / SEGMENT

The delete procedure can only be done from the Show by Faculty screen. Sections cannot be deleted if there are any students scheduled into the selected section.

Select a Track, Term and Faculty Member to view.

Highlight the cell of the course section / segment to be deleted. If the target section is not immediately visible, highlight the target cell and activate the drop-down list by clicking on the cell. Highlight the ID number in the list of the target section to be deleted in order to bring it to the front.

Click on the **Delete** button at the bottom of the screen. In the dialog box that appears answer "Yes" to confirm deletion or "No" to abort.
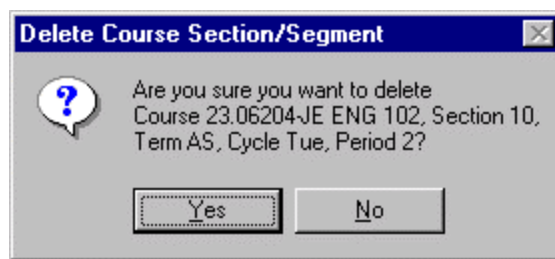
Warning message for attempting to delete a course.

NOTE: A course section cannot be deleted in there are any students scheduled into it. If this is the case, a warning message will appear after the Delete command button is executed. The first 10 students scheduled in the section will be listed. Take note of their ID numbers and click "OK" to cancel the message. To continue with the deletion you must unschedule the students from that class if you still want to delete the section.
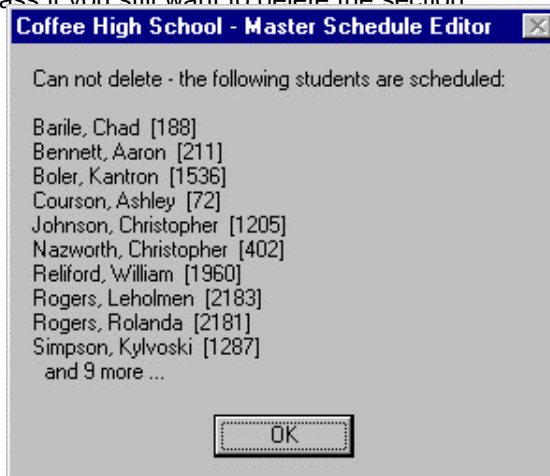
Warning message for attempting to delete a course that has students scheduled into it.

What's Next?

Now that you have built your Master Schedule you can now completely perform any of the Individual Scheduling processes.

For Next Year Mass Scheduling, completing the Master Schedule will mean that you can now run the Schedule Loader. This is assuming that all other Loader requirements have been met (i.e., a future track was created with students, faculty, and courses assigned to it, and those students have requests entered for that track in the Course Request Editor.)